



Work Instructions

DIRECTIVE NO. 205.W-WI-8870.Y.2
EFFECTIVE DATE: May 01, 2001
EXPIRATION DATE: N/A

APPROVED BY: _____
NAME: William B. Bott
TITLE: Environmental Group Lead

Responsible Office: 205.2/ Safety, Environmental and Security Office

Title: Maintenance/Inspection of Oil Storage Systems

P1. PURPOSE

This Work Instruction (WI) encompasses maintenance of the oil storage systems in order to comply with federal and state regulations.

P2. SCOPE

This WI applies to all regulated, aboveground oil storage systems at Wallops Flight Facility. The user is responsible for routine inspections and maintenance. The Environmental Office may also inspect oil storage systems as a function of periodic audits and assessments; this WI does not apply to these inspections.

P3. DEFINITIONS

Not Applicable.

P4. RECORDS, REPORTS, AND FORMS

- 4.1 Maintenance/Inspection Logbook
- 4.2 Maintenance/Inspection Checklist

P5. SAFETY PRECAUTIONS AND WARNING NOTES

Select appropriate personal protective equipment and ensure that all inspection aids are used safely (i.e., ladders).

P6. REFERENCES

Spill Prevention, Control, and Countermeasures Plan (SPCC), 40 CFR 112 and Virginia Administrative Code 9 VAC 25-91-170.

P7. TOOLS, EQUIPMENT, AND MATERIALS

Not Applicable

P8. INSTRUCTIONS

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8.1 The user shall visually inspect aboveground storage tanks at least once a month for the following:

- Tank and support structure condition,
- Valve condition,
- Piping condition,
- Berm condition/Secondary containment, and
- Vent and fill condition.

8.2 Log each inspection in the Maintenance/Inspection Logbook.

8.3 Record any maintenance problems cited during a monthly inspection on the Maintenance/Inspection Checklist and then file the following in the Maintenance/Inspection Logbook:

- Name of the operator performing the inspection,
- Date of inspection,
- Type of maintenance problem,
- Corrective action taken to solve the maintenance problem, and
- Date of completed corrective actions.

In addition, notify the Environmental Office of any maintenance problem and its subsequent solution. Within 1 week, all maintenance problems should be repaired or a plan should be established to resolve the problem.

8.4 If any spills or sheen are observed, first ensure your safety and the safety of your coworkers, then follow the procedures described in 205.W-WI-1040.Y.5, Oil and Hazardous Substance Release Notification; and 205.W-WI-1040.Y.8, Removal of Contained Oil Spill/Sheen. Note the following in the Maintenance/Inspection Log:

- Occurrence of the leak,
- Volume of material spilled,
- Corrective action taken to stop the leak, and
- Date the corrective action was taken.

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Oil Tank Monthly Maintenance/Inspection Checklist:

Tank _____	Conditions - Yes/No or Comments			
Item to Inspect	Rust	Paint Peeling	Cracking	Other Corrosion
Tank and Support Structure				
Valves				
Piping				
Berm				
Vent and Fill				
Other				

Name of Operator Performing Inspection: _____

Date of Inspection: _____

Type of Maintenance Problem: _____

Corrective Action Taken: _____

Date of Completed Corrective Action: _____

Observed Spills or Leaks

Date: _____

Corrective Actions Taken: _____

Date of Completed Corrective Action: _____

This form is to be filed in the Maintenance/Inspection Logbook.

CHECK THE Wallops Flight Facility DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
<u>Baseline</u>		